



CITY OF MEMPHIS LIBRARY DIVISION

**FY 2017 O&M Budget Request
Keenon McCloy, Director of Libraries
Fund: General Fund**

Library Division

- **Our Mission**

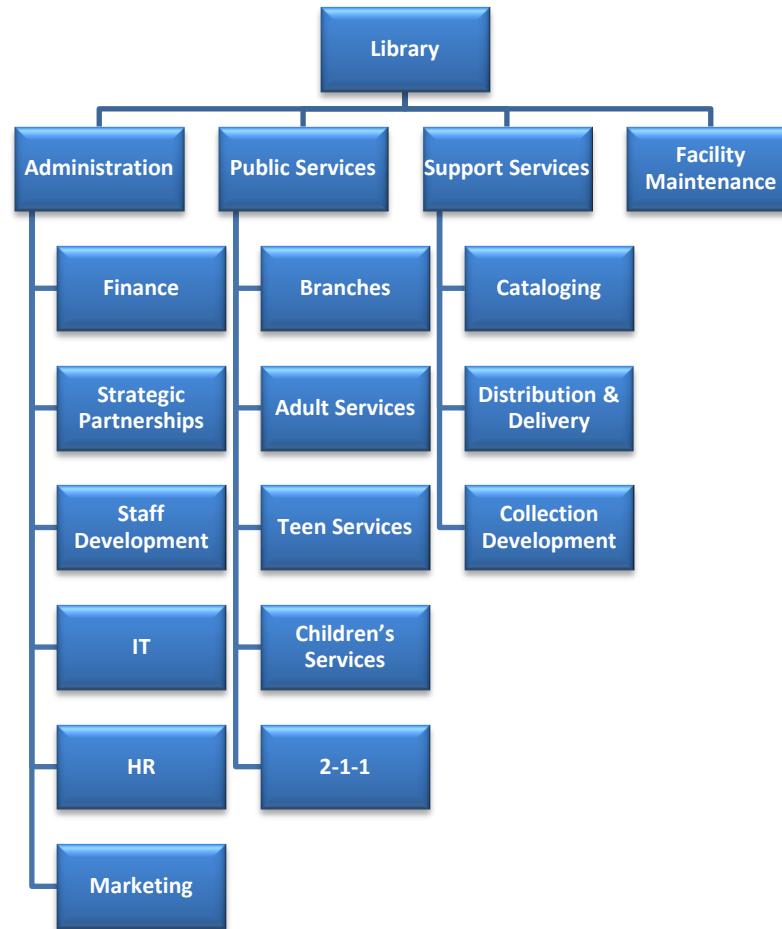
We satisfy the customer's need to know.

- **Our Vision**

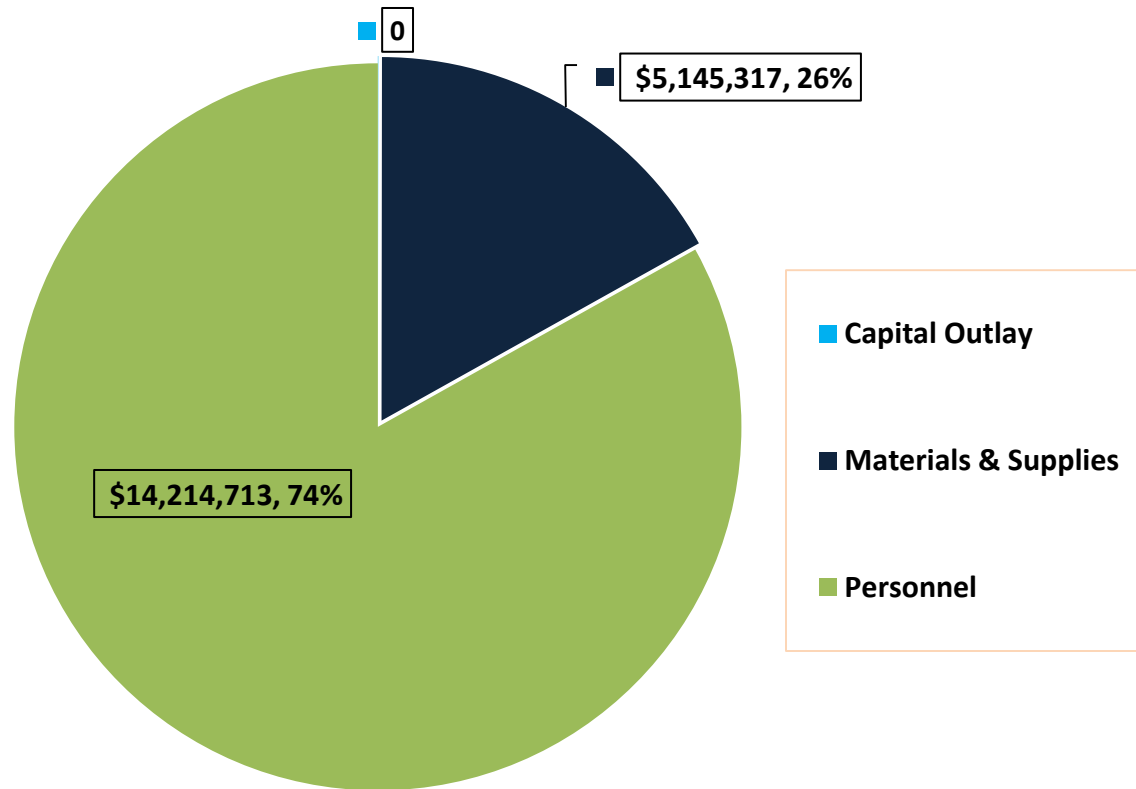
Your place to connect, learn and grow.

The Memphis Public Library & Information Center is a community institution that has no equal as the place where everyone has an equal opportunity to connect, learn and grow.

Organization Chart



Expenditures by Category



Total Division Gross Expenditures \$19,372,530

Overview of the New Service Delivery – Initiatives in the FY 2017 Budget

Overview of Staffing & Program Changes:

- The Library has bolstered programming for children, teens, and adults through 3,000 programs this year.
- Children's services programs develop early literacy skills, third grade reading level proficiency, and spark curiosity for other types of literacy (music, art, STEAM) for a lifetime.
- The Library has heavily emphasized teen service programming throughout the City and in the STEAM learning lab CLOUD901 to create pathways for 21st century skill building and a reduced percentage of disconnected youth in our community.
- Pew Research Institute's just-released study affirms that for lower income adults, place– not technology alone– is key to one's ability to learn. *Libraries are that third place where adults have the opportunity for lifelong learning.*
- Self-efficacy, human capital development, mentoring, problem-solving, communication, and collaboration are core to the Library's programming.
- The Library will modify the complement to reflect intense focus on outreach and strategic partnerships.
- The Memphis Library Foundation and Friends of the Library are funding \$70,000 towards a dynamic awareness campaign to define and communicate what MPLIC is and does in the community.
- The opening of the 8,300 sq. ft. teen learning lab, CLOUD901, in September 2015, was made possible by \$2 million in private funding.
- The Memphis Public Library and Information Center has been carved out to become a City division in FY2017.

Bridge Analysis- Comparative Summary

	<u>FY16</u>	<u>FY17</u>	<u>Increase/</u>
	<u>Adopted</u>	<u>Request</u>	<u>(Decrease)</u>
<u>Revenues</u>			
Library- New Division as of July 1, 2016	0	1,851,000	1,851,000
Total Revenues	<i>0</i>	<i>1,851,000</i>	<i>1,851,000</i>
<u>Expenditures</u>			
Library- New Division as of July 1, 2016	0	19,372,530	19,372,530
Total Expenditures	<i>0</i>	<i>19,372,530</i>	<i>19,372,530</i>
Library Services Net Expenditures	0	17,521,530	17,521,530
<i>Libraries were previously a part of the Division of Parks and Neighborhoods.</i>			

Divisional Operating Revenue & Expenditure Details

Revenue Budget by Category

- | | | | |
|---|-------|--|--------------|
| • | 42225 | Library Fines and Fees | \$ 425,000 |
| | – | Overdue fines, lost item replacement costs, audio-visual item checkout, public printing, and photocopies | |
| • | 48100 | Local Shared Revenue | \$ 375,000 |
| | – | Revenue from Shelby County Government for the operation of the East Shelby Branch Library | |
| • | 48211 | City of Bartlett | \$1,034,000 |
| | – | Revenue from the City of Bartlett for the operation of the Bartlett Branch Library | |
| • | 49148 | Grant Revenue | \$ 17,000 |
| | – | Miscellaneous grants applied for by the Library which are accepted and whose funding is appropriated by the Memphis City Council upon notification | |
| | | | <hr/> |
| | – | TOTAL LIBRARY REVENUES | \$ 1,851,000 |

Program Comparative Summary

	<u>FY16</u> <u>Adopted</u>	<u>FY17</u> <u>Request</u>	<u>Increase/</u> <u>(Decrease)</u>
	<u>(Parks Division)</u>	<u>(Library Division)</u>	
<u>Revenues</u>			
Fines and Fees	500,000	425,000	(75,000)
Local Shared Revenue	375,000	375,000	0
City of Bartlett	1,034,000	1,034,000	0
Grant Revenue Library	16,000	17,000	1,000
Total Revenues	1,925,000	1,851,000	(74,000)
<u>Expenditures</u>			
Personnel	13,805,406	14,214,713	409,307
Materials and Supplies	4,983,987	5,145,317	161,330
Service Charges	-	12,500	12,500
Total Expenditures	18,789,393	19,372,530	583,137
Net Expenditures	16,864,393	17,521,530	657,137

Cost Trends And Other Detailed Information

5-Year Expenditure Trend Report – Division Level

City of Memphis
Five-Year Expense Trend Report
As of: MarYTD FY16

S360000 Division - Library Services 0111 General Fund

	*FY13	*FY14	*FY15	*FY16	* FY16	*FY16	FY17
	YearTotal	YearTotal	YearTotal	MarYTD	Total Year	YearTotal	YearTotal
	Actual	Actual	Actual	Actual	Forecast	Budget	Request
	Final	Final	Final			FY16 Adopted	Stage 2
500 Personnel Services							
051101 Full-Time Salaries	7,004,435	7,199,418	7,598,240	5,401,555	9,192,515	9,892,515	9,836,483
051102 Holiday Salary Full Time	415,496	426,545	454,089	330,934	234,298	0	0
051103 Vacation Leave	539,933	539,599	544,843	382,119	282,866	0	0
051104 Bonus Leave	65,398	69,720	77,694	52,552	36,139	0	0
051105 Sick Leave	325,889	320,569	375,523	212,334	142,081	0	0
051218 Retirement Benefits	158,457	202,389	146,997	137,097	150,000	150,000	150,000
051302 Pension	323,457	345,187	390,615	282,349	549,707	549,707	518,642
051304 Social Security	16,045	14,452	14,935	12,000	15,734	2,172	0
051307 Pension ARC Funding	0	0	1,074,790	664,797	1,360,778	1,360,778	2,251,619
051308 Group Life Insurance	14,329	13,135	13,238	9,428	12,157	15,716	16,206
051310 Unemployment	46,025	37,265	35,400	29,480	29,480	29,480	20,080
051314 Medicare	106,303	112,328	118,082	85,188	118,101	228,904	131,322
051315 Long Term Disability	23,190	23,724	25,147	17,067	22,438	27,571	25,932
051320 Health Insurance - Basic	116,779	94,802	140,446	101,043	137,080	141,709	132,601
051322 Health Insurance - Premier	1,091,555	1,055,183	1,290,269	867,291	1,136,464	1,345,625	1,206,828
051323 Other Post Employment Benefits	210,387	113,617	0	0	227,698	227,698	70,634
051402 Salaries - Part Time/Temporary	232,928	206,050	214,370	174,092	354,404	354,404	400,000
051501 On the Job Injury	55,902	31,751	17,149	9,373	13,000	13,000	0
051601 Payroll Reserve	58,893	31,055	41,547	-131,496	-131,496	0	0
051901 Attrition	0	0	0	0	0	-361,023	-475,000
051902 Bonus Pay	0	0	0	500	500	0	0
051326 Benefits Adjustments	0	0	0	0	0	-172,850	-70,634
Total 500 Personnel Services	10,805,401	10,836,789	12,573,373	8,637,702	13,883,944	13,805,406	14,214,713

5-Year Expenditure Trend Report – Division Level *Continued*

505 Materials & Supplies

052116 City Shop Charges	36,490	22,641	15,037	14,182	20,000	20,000	28,276
052124 City Shop Fuel	24,468	26,131	23,273	8,075	27,250	27,250	24,525
052204 City Computer Svc Equipment	0	350	1,298	581	4,900	4,900	4,900
052210 City Telephone/Communications	14,843	11,833	15,072	7,650	15,000	15,000	15,000
052302 Printing - Outside	1,000	0	0	0	2,270	2,270	2,270
052304 Supplies - Outside	92,526	152,543	179,563	108,230	164,346	164,346	164,346
052312 Household Supplies	46,013	36,841	47,235	17,943	49,000	49,000	49,000
052316 Safety Equipment	0	-62	0	0	0	0	0
052324 Outside Postage	13,765	6,014	16,364	2,043	15,000	15,000	15,000
052342 Materials and Supplies	0	377	0	380	760	0	0
052346 Library Books	1,011,375	1,264,345	1,270,543	881,193	1,289,290	1,289,290	1,289,290
052348 Library Microforms	-466	0	849	0	0	0	0
052410 Outside Equipment Repair/Maint	11,508	39,728	29,962	11,468	30,500	30,500	47,828
052412 Facilities Structure Repair - Outside	156,323	147,435	58,364	115,514	242,043	193,047	242,043
052518 Janitorial Services	584,652	560,663	516,629	382,968	700,010	700,010	700,010
052520 Security	781,705	760,006	785,011	563,110	877,880	877,880	902,371
052526 Seminars/Training/Education	1,767	200	0	7,473	2,500	2,500	2,500
052528 Misc Professional Services	37,586	51,513	45,101	52,835	78,282	78,282	95,263
052610 Travel Expense	846	0	136	286	2,500	2,500	2,500
052611 Unreported Travel	72	0	509	0	0	0	0
052730 Mileage	4,800	4,316	5,201	3,909	12,000	12,000	12,000
052810 Utilities	1,163,664	1,228,039	1,190,485	646,506	1,305,792	1,305,792	1,305,792
052351 Tower Lease Expense - Library	23,522	35,855	33,905	23,595	36,700	36,700	46,208
052357 WYPL Arkansas Tower Expense	30,246	28,175	29,815	26,502	30,000	30,000	30,000
052920 Insurance	116,911	133,343	91,962	100,720	100,720	100,720	139,195
052930 Dues/Memberships/Periodicals	12,420	11,110	12,470	9,000	14,500	14,500	14,500
052950 Misc Services and Charges	824	0	0	13,891	24,500	12,500	12,500
Total 505 Materials & Supplies	4,166,860	4,521,396	4,368,782	2,998,055	5,045,743	4,983,987	5,145,317

5-Year Expenditure Trend Report – Division Level *Continued*

061078 Death Benefits	0	1,088	0	10,000	10,000	0	0
FSC515 515 Grants and Subsidies	0	1,088	0	10,000	10,000	0	0
052949 Credit Card Fees - Expense	8,495	7,840	6,497	7,704	2,927	0	12,500
FSC550 550 Service Charges	8,495	7,840	6,497	7,704	2,927	0	12,500

Total expenditures	14,980,756	15,367,113	16,948,652	11,653,461	18,942,614	18,789,393	19,372,530
---------------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------

Revenue:

FSS155 155 Library Fines	529,871	435,666	386,224	327,289	425,000	500,000	425,000
FSC445 445 Fines and Forfeitures	529,871	435,666	386,224	327,289	425,000	500,000	425,000
046118 Federal Grants - Others	6,400	0	0	0	0	0	0
FSC460 460 Federal Grants	6,400	0	0	0	0	0	0
047003 State Grant - Library	45,500	0	0	0	0	0	0
FSC465 465 State Grants	45,500	0	0	0	0	0	0
FSS215 215 Other - Local Shared Revenue	375,000	375,000	375,000	375,000	375,000	375,000	375,000
FSS220 220 Other - Misc	1,084,948	1,056,040	1,029,008	546,804	1,056,174	1,050,000	1,051,000
FSC475 475 Other Revenues	1,459,948	1,431,040	1,404,008	921,804	1,431,174	1,425,000	1,426,000

Total Revenues	2,041,719	1,866,706	1,790,233	1,249,094	1,856,174	1,925,000	1,851,000
-----------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------

Net Operations	-12,939,037	-13,500,407	-15,158,419	-10,404,368	-17,086,440	-16,864,393	-17,521,530
-----------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------

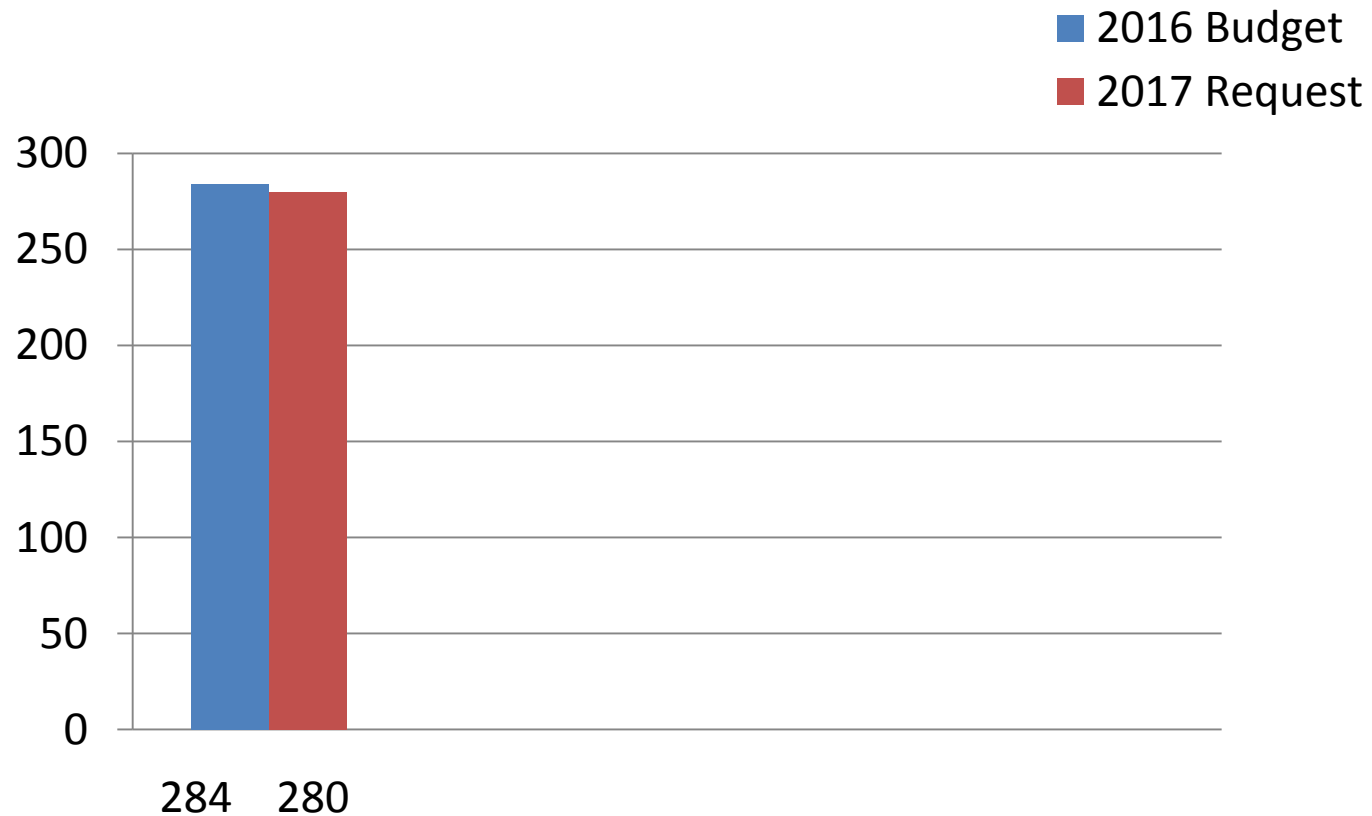
04/25/2016 09:47

030- Five Year Expense Trend

*** Libraries was in the Parks & Neighborhoods Division from FY2013 - FY2016**

Personnel Comparative Information

Authorized Complement Comparison



Vendor Detail for Professional Services

Legal Level		Division Total - Amount	Comments	% of Account Total
360101	Libraries	\$ 34,500	Loomis Fargo-- Armored Guard Service for Transportation of Cash	36.22%
360101	Libraries	\$ 38,978	SAIC – Technology-related expenses beyond those covered in the standard City contract	40.92%
360101	Libraries	\$ 1,750	Employee ID badges inter-fund billing	1.84%
360101	Libraries	\$ 2,860	ASAP Systems (BarCloud Access)	3%
360101	Libraries	\$ 1,500	Various Vendors for Volunteer Recognition Event	1.57%
360101	Libraries	\$ 4,000	Plasticards (Library cards)	4.2%
360101	Libraries	\$ 2,000	Bill's Upholstery for furniture repair	2.1%
360101	Libraries	\$ 4,770	Microsystem Design (Software for CLOUD901)	5%
360101	Libraries	\$ 4,905	Various Others (Media Source, Audio Communication Consultants, Dropcards, Memphis Laminating Co., Hicks Convention Services)	5.15%
		<u>\$ 95,263</u>		<u>100%</u>

Funding for MWBE Vendors

The Library is committed to maintaining and increasing MWBE contract spend by working with the staff of the Office of Business Diversity & Compliance to identify M/WBE vendors and match them to opportunities.

